

Terms of Reference

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| Role | <p>The Clinical Leadership Forum (the Forum) is responsible for providing independent and expert clinical advice to the Ministers, with the aim of contributing to the continuous improvement of a high performing health system that keeps people well, provides the best care when required and provides an industry-leading workplace. The Forum will be informed and guided by the recommendations of the Independent Review into the Workplace Culture within ACT public health services and make recommendations to the Ministers where this relates to improving the clinical operations of the ACT's health system.</p> |
| Values and Behaviours | <p>Participation and engagement in the Committee will reflect organisational values and the commitment to collaborating within strong governance frameworks. Members will display signature behaviours such as:</p> <ul style="list-style-type: none">• Accountable, transparent, decision-making;• Genuine and respectful engagement with colleagues within the Directorates, across the ACT Public Service and the Health System and with community members;• Open sharing of information to improve the delivery of services, to enable good governance, quality and accurate reporting and the development of evidence-based policies and programs; and• Innovative improvement of systems and services to achieve safe and effective person and family-centred care. |
| Membership | <p><u>Chair</u></p> <p>An individual to be appointed by the Ministers.</p> <p><u>Members</u></p> <p>Up to nine members to be selected comprising representatives from a range of areas including:</p> <ul style="list-style-type: none">• Surgery• Medicine• Nursing and midwifery• Allied health• Primary care• Mental Health• Preventive health• Health research• Clinical education• Consumer representation |

Members will be experienced professionals with demonstrated ability to advise the Ministers on areas such as clinical management, governance, health service planning, and asset management.

In the event of a public health emergency, additional members may be appointed to provide specific expertise relevant to the emergency.

Term

Members are appointed for a term of two years.

Members appointed in the context of a public health emergency are appointed for the duration of the emergency and a suitable period afterwards to provide for a return to business as usual.

Ex-Officio Attendees

Director-General, ACT Health Directorate
Chief Executive Officer, Canberra Health Services
Regional Chief Executive Officer, Calvary

Functions

The Forum will:

- Provide the Ministers with advice on relevant clinical considerations in the sustainability, development and improvement of the ACT health system, including input into planning and infrastructure considerations and input into mechanisms to measure improvements;
- Consider and advise the Ministers on steps necessary to ensure that the ACT's health system has access to a sustainable, well trained and valued clinical workforce; and

Consider developments in other health systems and advise the Ministers on applicability to the ACT to enhance system improvements.

While Ministers may seek the advice of the Forum on matters relating to the health system, key areas of focus for the Forum will include:

- Territory Wide health service delivery;
- Territory Wide health service infrastructure planning;
- Clinical culture, planning and practice;
- Workforce planning;
- Education and training; and
- Health and medical research.

In the event of a public health emergency, the Ministers may add additional functions for the duration of the emergency, including advice to the Clinical Health Emergency

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| | Coordination Centre, and a suitable period afterwards to provide for a return to business as usual. |
| Reporting | <p>The Clinical Leadership Forum (the Forum) reports to the Minister for Health and the Minister for Mental Health (the Ministers).</p> <p>An annual report will be provided by the Chair to the Ministers on the operations of the Forum each financial year, including the outcomes of consultations. The report will be provided within three months of the end of the financial year.</p> |
| Chair | The Chair is responsible for managing the duties and responsibilities of the Forum, in consultation with the Ministers. Should the Chair be unavailable for a meeting, the Chair may appoint an acting Chair for that meeting. |
| Quorum | <p>50% + 1 membership is required for a quorum. The quorum maybe suspended in the event of a public health emergency.</p> <p>Proxies will not be accepted in the event a member is not able to attend a meeting.</p> |
| Operating Protocols | <ul style="list-style-type: none"> • Other attendees or representatives may be invited at the Chair’s discretion. • The Forum is authorised to use a variety of means to deliver on its terms of reference including holding consultative events with staff on particular subjects or themes. • All members (including the Chair) will complete and maintain a current conflict of interest declaration. • All members (including the Chair) will act at all times in accordance with the ACT Public Service Employee Values and Signature Behaviours. |
| Secretariat | Office of Deputy Director-General, Health Systems, Policy and Research |
| Agenda | The Secretariat will call for agenda items from the membership no later than 15 days prior to the meeting. The Chair will determine the agenda for meetings in consultation with the Ministers. The Agenda and any associated papers will be circulated seven days prior to each meeting. |
| Meeting Frequency | <p>The Forum will meet bi-monthly.</p> <p>Matters may be considered out-of-session with the agreement of the Chair.</p> <p>In the event of a public health emergency, the forum may meet more regularly.</p> |
| Remuneration | <p>Remuneration will be determined by the Remuneration Tribunal for the Chair and for any members of the Forum that are not ACT Government employees.</p> <p>ACT Government employees may be appointed as members but are not entitled to remuneration if they are appointed in their employment capacity.</p> |
| TOR Review Frequency | The Terms of Reference will be reviewed after 18 months of operation. |
| Approved | May 2020 |